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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 59-361: dated 6 March 1959  
[redacted] GS-11, Area Ops. Officer  
FE,DD/P

A. Summary of Suggestion

Suggester proposed that filing and carding instructions for outgoing cables be marked on the cable by the originator when prepared rather than at the time the confirmation copy and accompanying blue copy are returned to the originator. The same block which now appears only on the green or blue copy of a cable could be printed on the cable form now in use.

B. Summary of Evaluation

On 14 May 1959, the Deputy Cable Secretariat reported that the suggestion was not recommended for adoption. [redacted] INDEXING OF DISPATCHES BY ORIGINATORS excludes cables for the reason that marking outgoing cables with file numbers, 201 numbers, asterisks or identifying data would not be acceptable for cables since it would destroy the clarity of the text for transmission purposes. Furthermore, they would oppose printing the suggested check box on the cable form because it is not pertinent to all users and displaces the area on the form which is needed for addressing and dissemination. Early in 1963, when [redacted] was revised indexing instructions were added to the cable form by DDP Systems Group at the suggestion of RID/PPS. This suggestion, although not entirely adopted, caused RID to modify the cable form when [redacted] (27 March 1963) was coordinated.

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C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

[redacted]  
Chairman, Suggestion Awards Committee

14 Oct 63  
Date

CIA  
Hodges  
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-115: dated 29 September 1961  
[redacted] Box Assembler, W-6 (GS-3 level)  
OL, DD/S ([redacted])

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A. Summary of Suggestion

See attached report of action taken on this suggestion at Major Awards Meeting 10 April 1962.

B. Results from Other Government Agencies

1. The following Agencies reported non-adoption:

- a. Veterans Administration
- b. Atomic Energy Commission
- c. Department of the Army
- d. Health, Education and Welfare
- e. Department of the Interior
- f. Department of the Treasury
- g. Department of Agriculture
- h. Internal Revenue

2. National Aeronautics and Space Administration adopted this suggestion and recommended payment of \$15.00 to the suggester.

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty.
- 2. \$15 Award based on Tangible Savings of \$200 per year, to be paid out of CIA funds.

D. Decision of Chairman

[redacted]

Chairman, Suggestion Awards Committee

\$15.00  
Award

14 Oct 63  
Date

STATINTL

10 April 1962

SUGGESTION NO. 62-115: dated 29 September 1961

[redacted], Ben Assembler, W-6 (GS-3 level)  
GL, DD/S [redacted]

STATINTL

STATINTL

A. Summary of Suggestion

The suggester has designed and constructed a positive lock stop device for the cut-off saw table. The device utilized in process of cutting wood lengths provides greater efficiency, less operator fatigue, more accurate measurements and will save an estimated four to eight hours per day depending on the flow of work.

B. Summary of Evaluation

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This suggestion has been adopted and put into use at the [redacted] for approximately six weeks. The suggester has shown a high degree of ingenuity in designing and constructing this device. It was developed on his own time and from his own materials.

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The saving, estimated at \$2500 to \$5000 a year for the present rate of operations at the [redacted] is a realistic figure derived from time and motion studies made at the depot by a packing and crating specialist. This device will be furnished to [redacted]

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[redacted] It is expected that it could be used to advantage throughout Government and private industry.

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C. Recommendation of Executive Secretary

1. Not in line of duty.
2. An Award of \$150.00 based on estimated Tangible Benefits of \$3000. Referral to other Government Agencies for their use and award consideration.

D. Decision of Committee

✓ Adopted \$150.00 Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-149: dated 20 October 1961

25X1A

[redacted], Records Management Officer, GS-12  
WE/DDP

A. Summary of Suggestion

Suggester proposed that, where numerous packages must be pouched, canvas mail bags be substituted for the two outer wrappings. The bags could be sealed at the top using seals already available [redacted]

25X1

B. Summary of Evaluation

On 8 December 1961, Chief, RID reported that this suggestion was impractical as it would make pouches heavier, be too costly, and the security of Agency pouches would be jeopardized.

25X1A

However, the suggester received approval on 30 October 1961 and placed his idea into operation at the [redacted]. On 12 March 1963, Chief, WE/DDP reported that despite the recommendation against adoption, the suggestion is in use at four stations while at least two other stations have requested a similar use of mail bags.

C. Recommendation of Executive Secretary

1. Not in line-of-duty but Tangential.
2. Certificate of Appreciation.

D. Decision of Chairman

25X1A

[redacted]  
Chairman, Suggestion Awards Committee

*disapproved*  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-320: dated 1 May 1962

25X1A

[redacted]  
OSI, DD/I

Intelligence Officer, GS-13

A. Summary of Suggestion

Suggester stated that the procedure for control of Top Secret materials calls for the use of green color Form 26 (control cover sheet for Top Secret document). At the same time Form 964 (yellow action sheet) is used to give detailed routing and action for the attached document. He suggests that a notice be issued clearly stating that Form 964 cannot be used as a topmost cover sheet on Top Secret material; and that when Form 964 is revised, that the Top Secret preprint be eliminated.

Also, suggester proposed that a special Top Secret action and routing form be issued from the same green stock as Form 26.

B. Summary of Evaluation

On 13 May 1963, CIA Top Secret Control Officer stated that this suggestion triggered action. The originating office, OSI, was contacted; and it was decided that when the next order of Form 964 goes to press, it will be reduced on overall size by one inch so that the green Top Secret cover sheet will be visible. The suggester's objective will thus be achieved.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

25X1A

[redacted]  
Chairman, Suggestion Awards Committee

\$15.00  
Award

16 Oct 63  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-58: dated September 1962  
[redacted], Administrative Assistant, GS-6  
OSI, DD/I

STATINTL

A. Summary of Suggestion

Suggester proposed that an appropriate substance be inserted into the 1/2 to 3/4 inch openings on the floors of headquarters building. These openings create a hazard for ladies wearing narrow heels. (The openings or "expansion joints" are installed in the building to absorb the contraction and expansion caused by changes of temperature).

B. Summary of Evaluation

On 3 October 1962, the CIA Safety Officer reported that this was definitely a safety hazard and sent a memo to Office of Logistics requesting action.

On 16 September 1963, OL reported that a rubber stripping is now being utilized and a work order has been submitted to GSA to have all expansion joints in the Headquarters Building filled. Work has been started.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LOCAL)

D. Decision of Chairman

[redacted]

Chairman, Suggestion Awards Committee

25.00  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-95: dated 5 November 1962

STATINTL

[redacted] Exhibits Specialist, GS-11  
SSA-DD/S

A. Summary of Suggestion

Suggester proposed widespread Agency use of a lubricant and rust inhibitor known as CRC, Formula 5-56, produced by the Corrosion Reaction Consultants.

B. Summary of Evaluations

On 4 January 1963, the Office of Logistics reported that the Motor Pool had been advised to acquire and to try the product for six months. In addition, OL recommended that the suggestion be referred to Office of Communications and TSD for consideration. After testing by the Highway Branch for six months, OL reported that better results had been obtained from a previously used product known as "Liquid Wrench."

TSD reported that CRC, Formula 5-56 and related products had been in use at their facilities to satisfaction.

On 20 June 1963, Office of Communications reported that the product had been tested and found to be valuable in the maintenance and servicing of electro-mechanical communications equipment. OC stated that they planned to adopt this type of lubricant and corrosion inhibitor as a standard material. They classified the suggestion as SLIGHT-LOCAL. On 16 September 1963, OC reported that they have started to use the Demoisurant and have asked that it be stocked in the Agency. They concur in giving the suggester a minimum award.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

STATINTL

[redacted]  
Chairman, Suggestion Awards Committee

25<sup>00</sup>  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-217: dated 22 March 1963

[redacted] Chief, RID, GS-9  
RID, DD/P

25X1A

A. Summary of Suggestion

Suggester proposed that the existing courier systems be streamlined and consolidated as follows to give more efficient service: Establish a Mail Services Branch to handle all SECRET and below in the Agency; this Mail Services Branch to consist of two sections: (1) Internal Mail Services Section (pick up and deliver all mail within the buildings), and (2) External Mail Services Section (deliver mail between buildings and to other Government agencies.)

B. Summary of Evaluation

25X1A

25X1A

25X1A

On 6 June 1963, [redacted] Office of the Deputy Director (Support), stated that an Agency Mail and Courier Task Force was established with the basic mission of providing effective and efficient mail and courier service with minimum essential controls. He said that several similar and related suggestions were submitted to the Task Force which were carefully analyzed and evaluated. [redacted] talked to the suggester and explained that his suggestion was an impractical solution to a very complex and unusual problem. However, [redacted] did help by contributing advice on surveys that were underway during the first half of calendar year 1962. This undoubtedly made the work of the Task Force in late 1962 and early 1963 somewhat easier.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

25X1A

[redacted]  
Chairman, Suggestion Awards Committee

C O A  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 63-264: dated 3 May 1963

[redacted] Courier, GS-3  
RID, DD/P

A. Summary of Suggestion

Suggester developed a form to eliminate the excess handling of bulky attachments to incoming field dispatches.

B. Summary of Evaluation

Upon investigation, RID found that field personnel had not been identifying pouched correspondence and attachments with approved special indicators [redacted]. These indicators insure direct delivery to the proper office. RID will monitor incoming material for a trial period and will tell area divisions which of their respective field stations

25X1A

25X1

While the suggestion as presented was not adopted, it did point out the need for action by RID [redacted]

25X1

25X1

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

25X1A

[redacted]  
Chairman, Suggestion Awards Committee

15.00  
[signature]  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-269: dated 5 September 1962

25X1A

[redacted], Supply Assistant, GS-7

A. Summary of Suggestion

Former Method

25X1A

[redacted] ordered expendable supplies, such as lumber, nails, cement, etc., on a piecemeal basis. This created extra paper work which had to be processed through stock records and financial records; it also necessitated duplicate storage spaces. Most supplies are procured locally and can be delivered within eight working hours after request and within two hours in case of emergency.

Adopted Procedure

25X1A

25X1A

[redacted] Warehouse will no longer stock maintenance supplies procured from local vendors. In lieu thereof [redacted] Supply will:

25X1A

- a. Prepare a list of all such items with stock level based on issue experience for approval [redacted]

25X1A

- b. Issue all approved items to Maintenance Shop, [redacted]

25X1A

- c. After consolidation of supplies, tag the allocated storage space for each item with the following: Stock number, nomenclature, price, maximum level, minimum level.

25X1A

- d. After issue, release the lumber storage shed and racks to [redacted]

25X1A

- e. Make periodic checks and prepare requisitions to maintain working stock up to maximum level, procure material from vendor and supervise unloading into storage space assigned [redacted] (The receiving document on such material will also be used as the issue document and will be processed through stock records and financial records as a single "wash" transaction.)

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B. Summary of Evaluation

25X1A

☐ Supply Officer reported that the suggestion had been adopted 16 October 1962 with savings as follows:

- a. 150 stock items have been depleted and are no longer stocked in Warehouse.
- b. 150 stock records have been eliminated.
- c. The number of documents typed and processed through accountable and finance records has been reduced by 35 documents.
- d. 500 cubic feet of storage space has been released and is now being used for more critical items.
- e. An estimated 8 man hours per month is being saved.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation - This idea as it related to automotive parts exclusively had been submitted 3 weeks before and had earned \$50.00

D. Decision of Chairman

25X1A

Chairman, Suggestion Awards Committee

*COA*

Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-282: dated 29 May 1963

[redacted]  
CI, DD/P

Ops. Officer, GS-14

25X1A

A. Summary of Suggestion

Suggester proposed that unclassified materials for loan from the CIA Library bear an anonymous designation (such as Main Library or Central Library) and some address other than CIA Library.

B. Summary of Evaluation

This suggestion brought the oversight to the attention of the CIA Librarian. It is now corrected. Our Security has been improved.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

[redacted]

Chairman, Suggestion Awards Committee

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C of A  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-13: dated 7 March 1963

Store Keeper, GS-5

25X1A

A. Summary of Suggestion

Suggester proposed that an area be set aside [ ] for the return of expendable office furnishings and that this material be accepted and reissued without documentation.

25X1A

B. Summary of Evaluation

25X1A

On 9 July 1963, the [ ] Suggestion Awards Committee voted to adopt this proposal and rated the contribution Slight/Limited.

On 2 August 1963, the Office of Logistics reported that the suggested program has been in effect at the Headquarters Building for several years.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

25X1A

2. \$20 Award based on Intangible Benefits (SLIGHT/LIMITED), for adoption [ ]

D. Decision of Chairman

25X1A

[ ]  
Chairman, Suggestion Awards Committee

*[Signature]*  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-18: dated 12 July 1963

OO, DD/I

Intelligence Officers, GS-7

STATINTL

A. Summary of Suggestion

Suggester proposed that all information on Form 122 (Request for Information from Foreign Documents) be handled on one side of the sheet. This information is provided by the requester and the FDD translator.

The second side of the form is to be used exclusively by the Control Division.

B. Summary of Evaluation

On 26 July 1963, Chief, Support Branch reported that FDD will initiate the new form with the next printing, providing Forms Control Staff approves. On 6 September 1963, Chief, Records Administration Staff approved.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

[Redacted Signature]

Chairman, Suggestion Awards Committee

*CofA*

Award

*14 Oct 63*

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 64-26: dated 22 July 1963  
[redacted] Assistant General Counsel, GS-15  
OGC, DCI

A. Summary of Suggestion

Suggester proposed that the clearance height of all Agency trucks and other vehicles above normal height be posted on the dashboard or other places clearly visible to the driver.

B. Summary of Evaluation

On 19 August 1963, the Office of Logistics reported that vehicle clearance can only be posted on those vehicles with a fixed size. However, as a result of this suggestion, OL will post a sign on the truck-tractors reading "CAUTION - KNOW YOUR CLEARANCE HEIGHT."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

STATINTL

[redacted]  
Chairman, Suggestion Awards Committee  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-34: dated 7 August 1963

RID, DD/P

Analyst, GS-7

25X1A

A. Summary of Suggestion

1. Proposal: That RID Security Officer, when deciding that a security violation exists, will stamp the document "SECURITY VIOLATION, NO FIELD DISTRIBUTION."

2. Advantages: Will prevent pouching aperature cards having security violations; will automatically alert RID/PS to such documents; will eliminate the chance of "security violation" documents being microfilmed at a later date; and will alert desk personnel as to the status of such documents in case of trace replies and field requests.

B. Summary of Evaluation

On 21 August 1963, Chief, RID reported that they will adopt the suggestion, with a slight change in the wording. The stamp will read "POUCH SECURITY VIOLATION - NO FIELD DISTRIBUTION."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$40 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

Chairman, Suggestion Awards Committee

Date

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25X1A

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

## SUGGESTIONS FOR IMPROVED IDENTIFICATION OF PARKING LANES AT LANGLEY

STATINTL

<u>Number</u>	<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Office</u>
64-48	29 March 1963		Admin. Assistant	GS-7	DDS/OC
64-49	3 May 1963		Clerk	GS-5	DDP/SR
64-50	4 April 1963		Intel. Analyst	GS-13	DDI/OSI
64-51	19 July 1962		Analyst	GS-9	DDP/CA

A. Summary of Suggestions

Suggesters proposed various improvements in the identification of parking lanes at Langley to facilitate the smoother flow of traffic and to insure more accurate parking.

B. Summary of Evaluation

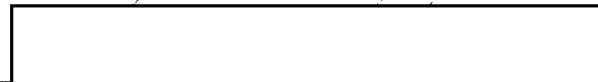
On 21 August 1963, the Office of Logistics reported that numbers have been printed on the poles along the lanes in the North and South Parking Lots. Sign posts indicating lane numbers have been installed in the West Parking Lot.

C. Recommendation of Executive Secretary

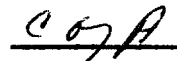
1. Not in line-of-duty.
2. Certificate of Appreciation, for each person.

D. Decision of Chairman

STATINTL



Chairman, Suggestion Awards Committee

  
Award

14 Oct 63

Date

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTIONS FOR BENCHES OUTSIDE HEADQUARTERS BUILDING

STATINTL

<u>Number</u>	<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Office</u>
64-52	9 May 1963		Typist	GS-5	DDI/OCI
64-53	4 April 1963		Clerk-Typist	GS-5	DDP/SR
64-54	24 April 1962		Reports Officer	GS-8	DDP/WE
64-55	9 April 1963		Illustrator	GS-10	DDI/OCI

A. Summary of Suggestions

Suggesters proposed that benches be installed outside the Headquarters Building to enable employees to sit outside during lunch periods or while waiting for a bus.

B. Summary of Evaluation

On 21 August 1963, the Office of Logistics reported that benches have been installed at the bus stops. Twenty-five (25) more benches have been ordered; several have been placed just off the walkways outside the cafeterias and more benches will be located around outside areas as completed.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation, for each person.

D. Decision of Chairman

Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 64-61: dated 26 August 1963

FE, DD/P

Administrative Assistant, GS-9

A. Summary of Suggestion

Suggester proposed that when the new National Intelligence Estimates Index is published that Top Secret Documents be indicated as such, in order that they may be ordered through the Top Secret Control and not the Library.

B. Summary of Evaluation

On 31 August 1963, ONE reported that they will incorporate this proposal in their next index.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

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